To add a printer to your device, use the following steps:

1. Under the start menu of your computer, click Devices and printers.

2. At the top of the devices and printers window, click: add a printer.

3. Click: add a network, wireless, or Bluetooth printer.

4. Then click: The printer I want is not listed.
5. Then you want to find a printer in the directory, based on location or feature.

**Find a printer by name or TCP/IP address**

- Find a printer in the directory, based on location or feature
- Select a shared printer by name

6. On the bottom of the new window, locate the printer you need by location or name. Double-click on that printer, and it will be added to your computer.